CLASS TITLE: DIRECTOR OF FISCAL SERVICES

BASIC FUNCTION:

Under the direction of an area administrator, plan, organize, and direct the District operation of the Fiscal Service department; train, supervise, evaluate and participate in the selection of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, and direct the cork of the Fiscal Services department; coordinate and direct a variety of fiscal services for the District such as accounts payable, accounts receivable, collections, general accounting, and cash flow management; direct the district accounting for short term and long term debt management; maintain all district contracts and lease purchase agreements. E

Direct and coordinate the operation of the Bursar’s office. E

Train, assign work, supervise, evaluate, and participate in the selection of assigned staff. E

Plan, organize, and direct the development and control of the annual District budget; provide and maintain overall budget management; coordinate and provide for auditing services for the District, including annual independent and county schools audits. E

Serve as a member of a variety of organizations and committees and assist with District negotiations. E

Communicate with District personnel, departments, and outside organizations to exchange information, coordinate activities, resolve issues, questions, or concerns regarding budget transactions and other related financial aid and accounting functions. E

Prepare and submit on a timely basis a variety of complex records and reports in compliance with federal, State, and District reporting requirements. E

Provide compliance monitoring for federal and state codes and regulations, district policies, and procedures relating to the financial operations of the district. E

Operate a computer and applicable software to input data, retrieve, and generate reports. E

Perform related duties as assigned,
Director, Fiscal Services

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Principles and procedures of District budgeting and accounting.
- California State Education and other codes relating to public school finance and management, and to financial aid programs.
- Generally accepted accounting and auditing principles related to governmental compliance accounting.
- Research methods and report writing techniques.
- District organization, operations, policies, and objectives.
- Principles and practices of administration, supervision, and training.
- Financial analysis and projection techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Data processing applications to accounting and auditing functions.
- Modern office practices, procedures, and equipment.

ABILITY TO:
- Plan, organize, and direct the operation of the Fiscal Services departments.
- Analyze complex statistical and financial data, and prepare clear and concise oral and written reports.
- Plan, direct, and supervise the work of others.
- Work effectively with program coordinators, administrators, school business officials, and the public.
- Develop and implement policies, procedures, and schedules.
- Analyze financial data; prepare reports, forecasts, and recommendations.
- Prepare and analyze comprehensive accounting reports.
- Utilize accounting and auditing practices and terminology applicable to public sector accounting.
- Prepare and deliver oral presentations
- Work with figures rapidly and accurately.
- Communicate clearly and effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in accounting, public, business administration, or a related field, including courses in accounting and financial management; four years of varied and responsible administrative experience with major emphasis in school finance, accounting, or budgeting, including at least two years in a supervisory capacity.

WORKING CONDITIONS:
Office environment.
Director, Fiscal Services

Position requires sitting for extended periods of time, hearing and speaking to communicate and exchange information, and seeing to observe accuracy of reports and documents.